

2013 CDBG/HOME APPLICATION -PRIORITY FACTORS SUMMARY RATING SHEET*

Applicant Name: _____ **Project Name:** _____

Amount Requested: _____

	Maximum Score	Applicant Earned Score
1. Consolidated Plan (ConPlan) Priority	25	
ConPlan Community Development Goals	16	_____
Priority Community Development Needs	9	_____
2. Project Readiness	15	
Timely Completion/Expenditure of funds	10	_____
Additional Actions Needed	5	_____
3. Project Impact and Delivery	30	
Achievement of Expected Results	6	_____
Target Clientele	5	_____
Outcome Measurements	10	_____
Number of Persons/Households to Benefit	5	_____
Business/Operations Plan Approach	4	_____
4. Financial Considerations	15	
Sufficiency and Leveraging of Resources	6	_____
Fiscal Support and Viability	5	_____
Project Budget Detail/Use of Funds	4	_____
5. Applicant Attributes	15	
Project/Program Management Ability and Capacity	6	_____
Past Performance/Experience	5	_____
Quality of Application	4	_____

Subtotal: _____

Bonus Points: _____

TOTAL APPLICATION SCORE: _____

1. Consolidated Plan (ConPlan) Priority (25 Points)

The project proposal shall be examined in relation to the County's community development goals and funding priorities as presented in the City of Duluth 2010-2014 Consolidated Plan (ConPlan). The ConPlan is available on the City of Duluth's Department of Planning – Community Development web site at: http://www.duluthmn.gov/community_development/document_library/index.cfm. The ConPlan is a five-year plan, developed with community input, studies and assessments, that serves as a key strategic planning tool; providing guidance and direction for the Urban County in administering its federal program funds to address its community development goals and priority needs over the ConPlan's five-year period. The 2010-2014 ConPlan is effective for the period of April 1, 2010 through March 31, 2015.

HUD measures the City's performance on its accomplishment of its ConPlan goals. As such, project proposals that are consistent with the County's ConPlan community development goals and assessment of its priority community need level shall be rated accordingly.

Con Plan Community Development Goals

- 16 pts Maximum Impact: Project is consistent with the ConPlan. It supports a strategic goal, addresses the problem/need, and **is an activity identified in the ConPlan**. Information and supporting documentation provided in the application is comprehensive, and provides reasonable and clear indication that the project is expected to completely satisfy an unmet HUD strategic goal and activity, and will fully generate the expected outcome(s) as identified in the ConPlan.
- 8 pts Substantial Impact: Project is consistent with the ConPlan. It supports a strategic goal, addresses the problem/need, and **is an activity identified in the ConPlan**. The information and supporting documentation presented is not as clear and comprehensive, but it appears very probable that the project is expected to completely satisfy an unmet strategic goal and activity, and will generate the expected outcome(s) as identified in the ConPlan.
- 5 pts Moderate Impact: Project is consistent with the ConPlan. It supports a strategic goal, addresses the problem/need, and **is an activity identified in the ConPlan**. The information and supporting documentation presented is minimally sufficient; however, it also appears that it will only somewhat address and it is unclear as to the degree of which the project will satisfy an unmet HUD strategic goal and activity, and generate the expected outcome(s) as identified in the ConPlan.
- 2 pts Minimal Impact: Project is consistent with the ConPlan. It supports a strategic goal, addresses the problem/need, **and is an activity identified in the ConPlan**. The information and supporting documentation presented is incomplete, inaccurate or contradictory to the need it proposes to address OR the ConPlan goal and expected outcome has already been fulfilled and/or the problem/need has already been addressed.
- 0 pts No Impact: Project is inconsistent with the ConPlan (does not address a strategic goal, problem/need or activity identified in the ConPlan).

Priority Community Development Needs (9 Points)

- 9 pts Maximum Impact: The need has been identified as a High priority community development need pursuant to the ConPlan. The project goals and objectives are clearly consistent with addressing this High priority need.
- 6 pts Substantial Impact: The need has been identified as a High priority community development need pursuant to the ConPlan. The project goals and objectives are somewhat consistent with addressing this High priority need.
- 4 pts Moderate Impact: The need has been identified as a Medium priority community development need

pursuant to the ConPlan.

0 pts Minimal Impact: The need has been identified as a Low priority community development need pursuant to the ConPlan.

0 pts No Impact: The need is not identified as a priority community development need pursuant to the ConPlan.

2. Project Readiness (15 Points) Project readiness assesses the project's ability to start upon receiving funding and be completed in a timely manner. Consideration shall be given to proposals which demonstrate project readiness -projects which exhibit the greatest likelihood to start immediately upon receiving CDBG or HOME funding (hereinafter referred to as "Grant Funds") approval (expected on or about April 2013) and the practicability to expend Grant Funds within or less than a one-year period; and be without factors which would cause undue delays. It is to the applicant's benefit that its project budget clearly demonstrates that Grant Funds will be encumbered (committed) and expended within the desired one-year time frame or less. Factors to be considered in this area include (a) the Project Schedule (start and completion timetable), (b) the availability of resources (including all non-Grant Funds, federal, state, county or private funding sources, and sufficient funds to pay federal and/or state prevailing wages, if applicable), and (c) any additional actions that may affect the timely implementation of the project.

Completion Timetable. In order to satisfy HUD timeliness standards, CDBG projects are intended to be **completed by March 31st for public services and up to fifth teen months (if involving construction)** of funding. HOME projects must be committed within two years from the beginning of the program year (April 1st) and must be expended within five years. Evaluate the **Project Schedule** to determine if the project schedule is reasonable (that the project can start by the planned schedule date and can be completed within the scheduled period of time), that the project is ready to commence upon approval/receipt of the funding (estimated date of April 2013) and that the CDBG funds to be utilized are drawn-down and expended in a timely and regular manner within a one-year time frame or less.

Timely Completion/Expenditure of Grant Funds

10 pts Maximum Pace: The project schedule is comprehensive and includes evidence/clear documentation that the project is ready to start upon approval/receipt of funding and/or is very likely to be completed in less than one year of project funding. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable and achievable. It is certain or highly probable that the Grant Funds will be fully expended within the first 11 months (from April 2013 to March 2014) of the project's funding or less.

8 pts Substantial Pace: The project schedule is comprehensive. Documentation indicates that the project will be ready to start within one month of approval/receipt of funding (by March 2013) and/or may take 12 months or slightly longer to be completed. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable and achievable. It is somewhat likely the Grant Funds will be fully expended by the first 12 months of the project's funding (March 2013) and very probable that it will be expended within the first 15 months (by June 2014).

5 pts Moderate Pace: The project schedule is comprehensive. Documentation indicates that the project is more likely to start later than one month from approval/receipt of funding and/or not be completed within the first 15 months of funding. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for

each activity appear reasonable. It is not likely the Grant funds will be fully expended by the first 15 months of the project's funding and probable that it may take up to 18 months to be fully expended (by December 2014).

- 2 pts. Minimal Pace: The project start date is somewhat uncertain or has not been established and the project schedule is inadequately prepared with key information missing from the schedule and/or time periods are not reasonable. It is likely that the full expenditure of the Grant Funds will extend beyond the first 18 months of the project's funding.
- 0 pts The project schedule is poorly prepared and/or time periods are unrealistic and/or not achievable. It is highly likely that the expenditure of the Grant Funds will extend beyond the first 24 months of the project.
- 0 pts Matter(s) were identified as requiring actions and/or potentially requiring actions to address federal review requirements. The applicant does not appear knowledgeable, committed, able

Additional Actions

Additional actions may have a significant impact on the start up, progress and completion of the project. Matters that may have a critical impact on the progress of a project include, but are not limited to, site control, land use designation, plans and project design, and community support. These matters shall be considered together, as a whole, to evaluate the impact on the project and its ability to start upon approval and receipt of funding (September 2011).

- 5 pts No additional action(s) is needed. The applicant has full and complete site control. There are no issues anticipated with land use designation, zoning, plans, project design, community support or any other issues. Therefore, the project will be able to commence as planned.
- 3 pts The applicant has realistically identified action(s) and/or problem(s) relating to site selection, land use designation, zoning, plans, project designs or other issues may exist, but they appear relatively minor and the applicant exhibits the understanding and capacity to address these concerns. It appears highly probable that the concerns will be resolved before the approval and receipt of funds (by September 2011) and no adverse effect on the project commencement is anticipated.
- 2 pts The applicant has realistically identified action(s) and/or problem(s) relating to site selection, land use designation, zoning, plans, project designs or other issues may exist. The actions are somewhat complicated to resolve. The applicant has developed and implemented a comprehensive plan, and is already in the process of addressing these concerns. The concerns appear to be fully resolvable, but also likely to adversely impact the project's implementation with delays up to three months after funding (by December 2011) to resolve.
- 1 pts The applicant has realistically identified some action(s) and/or problem(s) relating to site control, land use designation, zoning, plans, project designs or other issues may exist. The actions are complicated to resolve. The applicant has developed a plan to address these concerns. The problems appear to be fully resolvable, but also likely to adversely impact the project's implementation with delays extending beyond three months (beyond April 2013) after funding to resolve.
- 0 pts Extensive additional action and/or problems have been identified or pose a potential significant concern in regards to site control, land use designation, zoning, plans, project designs or other issues. The applicant appears unsure as to how to address the issues and/or the problems do not appear to be fully resolvable without negatively impacting the project's implementation with delays extending beyond six months after funding (March 2013) to resolve.

3. Project Impact and Delivery (20 Points)

The impact of the project, as presented and described in the application, will be evaluated based on the information presented by the applicant in the narratives explaining the Community Development Need and Project Description. The applicant should clearly explain the merits of the project focusing on the results and benefits to be achieved with the implementation of the project, the clientele that will directly benefit from the project and its long-term strategy and plan to ensure that the project continues to provide and

Achievement of Expected Results

6 pts Maximum Impact: The applicant clearly and completely describes the significance of the need, and provides supporting documentation and statistics fully substantiating this need. The activity proposed for funding addresses the described need and successfully resolves the problem completely. The achievement of the results is realistic and reasonable.

4 pts Moderate Impact: The applicant explains the significance of the need, and provides some supporting documentation and/or statistics that somewhat relate to the need. The proposed project would have a major impact on addressing the described need, but would not completely resolve the problem. The achievement of the results is somewhat realistic and reasonable.

2 pts Minimal Impact: The applicant describes the need, but not clearly or completely and provides minimal or no supporting documentation and/or statistics that relate to the need. The proposed project would have some impact on addressing the described need, but significant areas are not addressed. The achievement of the results is not realistic and reasonable.

0 pts No Impact: The need, as described, appears questionable as to its significance and seriousness to the community. The proposed project does not clearly address how the described need would be addressed or the project would be ineffective in resolving the described need.

Target Clientele

This section will address the impact of the low-and moderate-income persons served. It will measure the effectiveness of the project in regards to the number of the low-and moderate-income persons served.

5 pts Maximum Impact: Direct benefit of 100% of project restricted to serving low-and moderate income persons (includes area-wide benefit).

3 pts Substantial Impact: Direct benefit of less than 100%, but at least 85% of project restricted to low-and moderate-income persons.

2 pts Moderate Impact: Direct benefit of less than 85% but at least 70% of project restricted to low and moderate-income persons.

1 pt Minimal Impact: Direct benefit of less than 70% but at least 51% of project restricted to low and

Outcome Measurements

Outcome measurements and objectives of the previous year's performance will be evaluated. Having programs that are meeting or exceeding their outcomes and having great community impact are what the City of Duluth strives for.

10 pts Maximum Impact: Program met or exceeded the outcome objectives for Fiscal Year 2011. The program also had a maximum impact and benefit for the participants it served.

8 pts Substantial Impact: Program was close to meeting its outcome objectives (met at least 80%) for Fiscal Year 2011. The program had a substantial impact and benefit for the participants it served.

5 pts Moderate Impact: Program did not meet their outcome objectives (met at least 50%) for Fiscal Year 2011. Program still had a moderate impact on the participants it served.

2 pts Minimal Impact: Program met some outcome objectives (met at least 20%) for Fiscal Year 2011. Program had minimal impact on the participants it served.

0 pts No Impact: The program met few or none of the outcome objectives (less than 20%) for Fiscal Year 2011. Program had no impact on the participants it served.

Number of Persons/Households to Benefit

The per capita cost effectiveness of a proposed project is an important measurement in assessing overall cost-effectiveness. Consider the total cost of the proposed project (not just the Grant Funding request) and the total number of persons served (not just the income eligible beneficiaries) to measure per capita cost effectiveness in its achievement and delivery of project results.

5 pts Maximum Impact: Per capita cost of \$1 -\$5,000 per person/household

3 pts Substantial Impact: Per capita cost of \$5,001 -\$20,000 per person/household

2 pts Moderate Impact: Per capita cost of \$20,001 -\$50,000 per person/household

1 pts Minimal Impact: Per capita cost of greater than \$50,001 per person/household

Business/Operations Plan Approach

4 pts The proposal fully and thoroughly identifies the major critical issues and factors to implement and maintain the project objectives over the long term. The proposal addresses how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project. The approach is sound and reflects a clear understanding of the issues involved and how they will be resolved.

3 pts The proposal appears to identify most of the major critical issues and factors to implement and maintain the project objectives over the long term. The proposal somewhat addresses how some of these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.

2 pts The proposal appears to identify some of the major critical issues and factors to implement the project and maintain the project objectives over the long term, but does not address how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.

0 pts The proposal does not address major issues to implement the project and maintain the project objectives over the long term, nor how these issues will be resolved to sustain the project

results and ensure continued success after the implementation of the project.

4. Financial Considerations (15 Points)

Financial considerations are also important in assessing a project's ability to be completed successfully and timely. The following factors are essential for projects that involve rehabilitation or new construction of public facilities. Factors to be considered in this area include (a) the availability and sufficiency of resources (including all non-Grant Funds, federal, state, county or private funding sources), (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget's accuracy, reasonableness and completeness in determining the financial needs of the project.

Sufficiency and Leveraging of Resources: The sufficiency of resources and leveraging element is intended to ensure that the funding requirements of the proposed project have been thoughtfully considered to ensure the project's successful implementation. This assessment considers the adequacy and availability of the funding needs of the total project to determine its ability to start as planned and ensure that its funding requirements can be met. The evaluation also considers and encourages the use of resources and funds over and above the Grant Funds applied for in the undertaking of the project. HOME regulations

Sufficiency and Leveraging of Resources

- 6 pts Funding needs are clearly identified to address the total project requirements. Other sources of funds have been **secured and firm** written commitments have been obtained for the project, such that upon approval of the Grant Funds, the project may commence immediately. There are \$3 dollars of other sources of funds for every \$1 requested in the application. (**>3:1 ratio**)
- 5 pts Funding needs are clearly identified to address the total project requirements. Other sources of funds have been **secured and firm** written commitments have been obtained for the project, such that upon approval of the Grant Funds, the project may commence immediately. There are \$2 dollars of other sources of funds for every \$1 requested in the application. (**3-2:1 ratio**)
- 3 pts Funding needs are clearly identified to address the total project requirements, but **not completely secured and confirmed**. Plans to secure other sources of funds are underway and information is presented to conclude that it is very probable that these other sources of funding will be obtained timely such that upon approval of the Grant Funds, the project may commence immediately or within 3 months after funding has been approved. There is at least \$1 dollar of other sources of funds for every \$1 requested. (**2-1:1 ratio**)
- 2 pts Funding needs are clearly identified to address the total project requirements. The project is mostly reliant on requested Grant Funds to finance the project with minimal leveraging. (**<1:1 ratio**)
- 1 pt Funding needs are identified to address the total project requirements. Plans to secure other sources of funds have been developed and/or underway, but it is questionable whether these funds will be secured and/or if they will be available upon approval of the Grant Funds in a timely manner (later than 3 months after funding has been approved).
- 0 pts Funding needs are identified, but incompletely addresses the total project requirements. Grant Funds would have little impact to complete the project and no other resources have been identified.

Financial Support & Viability

- 5 pts Applicant's audited financials indicate that the applicant appears to have more than sufficient long-term financial resources necessary to ensure the operating viability of the facility/project. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.
- 4 pts Applicant's audited financials indicate that the applicant appears to have a sufficient amount of the long-term financial resources necessary to ensure the operating viability of the facility/project. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.
- 3 pts Applicant's audited financials indicate that the applicant does not appear to have the long-term financial resources necessary to ensure the operating viability of the facility/project, but have formalized strategies and firm plans to secure financial resources to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required. Audit report of independent CPA does not reveal any on-going and/or going concerns, risks and/or material weaknesses of entity.
- 1 pt Applicant has been in operation less than 2 years and/or is not able to provide audited financial statements. Therefore, an assessment of the financial viability and sustainability of the entity is difficult to perform, if not questionable.
- 0 pts Applicant has none of the long-term financial resources necessary to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required and/or audit report of independent CPA reveal on-going and/or concerns, risks and/or material weaknesses of entity.

Project Budget Detail/Use of Grant Funds: The project budget element evaluates the reasonableness of the project's cost estimates, assumptions used in determining the cost estimates, attention to detail, the mathematical accuracy of the project budget tables and schedules and the overall cost effective use of

- 4 pts Project budget appears accurate, comprehensive and detailed. Project costs are completely and clearly documented, project activities are itemized in detail and appear reasonable and justified (assumptions are logical and clearly substantiate cost estimates). The project budget schedule is presented logically and is mathematically accurate. The Grant Funds will be used in the most cost-effective manner.
- 2 pts Project activity costs are itemized and appear to be reasonable, but the costs and assumptions are not clear or well documented. The project budget schedule is substantively mathematically accurate (i.e. minor footing errors noted), and/or does not appear complete.
- 0 pts Project costs appear to be questionable and/or unreasonable, assumptions are unclear and/or poorly documented. The project budget schedule is substantively mathematically incorrect and/or the Grant Funds does not appear to be used in a cost-effective manner.

5. Applicant Attributes (15 Points)

The applicant evaluation element is intended to ascertain that the applicant has the necessary qualifications, ability and resources to effectively and successfully carry out the project. Additionally, as a subrecipient, the applicant must have the managerial and technical capacity to be able to administer the project in compliance

with the CDBG or HOME Programs rules and regulations. Applicants who have received Grant Funds in the past will be evaluated on the basis of their past performance. If the applicant has not received Grant Funds in the past, it will be rated on related information included in its application.

Project/Program Management Ability and Capacity

- 6 pts The Applicant clearly documents or shows evidence of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project. The Applicant also clearly understands its responsibility for income compliance in regards to primarily benefitting low-and moderate-income beneficiaries; the Applicant has clearly described the process and controls the project will utilize for income verification; and the Applicant has the ability and capacity to implement this process successfully. Applicant has been in operation for 10 or more years, and its executive management and personnel directly responsible for the implementation of the project has served in his/her capacity of responsibility or has comparable proven professional experience of at least 7 years.
- 4 pts The Applicant appears to have most of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and implement the project, but it is not well documented. The Applicant also appears to understand its responsibility for income compliance in regards to primarily benefitting low-and moderate-income beneficiaries; but the Applicant has not clearly or fully described the process and controls the project will utilize to ensure compliance; and/or there is some uncertainty whether the Applicant has the ability and capacity to implement such a process. Applicant has been in operations 5 or more years, and its executive management and personnel directly responsible for the implementation of the project has served in his/her capacity of responsibility or has comparable proven professional experience of at least 3 years.
- 2 pts The Applicant appears to have some of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project (documentation is unclear). The Applicant also appears to not fully understand its responsibility for income compliance in regards to primarily benefitting low-and moderate-income beneficiaries; the Applicant did not describe the process and controls the project will utilize to ensure compliance; and the Applicant does not appear to have the ability and capacity to implement such a process.
- 0 pts The Applicant appears to have very minimal or none of the necessary competencies, skill set, and capacity to successfully manage the project (documentation is unclear). The Applicant also appears to not fully understand its responsibility for income compliance in regards to primarily benefitting low-and moderate-income beneficiaries; the Applicant did not describe the process and controls the project will utilize to ensure compliance; and the Applicant does not appear to have the ability and capacity to implement such a process.

Past Performance /Experience

- 5 pts The Applicant has extensive past experience with Grant Funds and/or other federal funding programs. The Applicant has been directly involved in 5 or more federally funded projects within the past five years of which 3 projects involved Grant Funding that were favorably completed. This Applicant has had no problems substantiating low--to moderate-income compliance for past projects (if applicable). This Applicant has been timely, complete and accurate with Grant Funds reporting requirements (if applicable).
- 4 pts The Applicant has adequate past experience with Grant Funds and/or other federal funding programs. The Applicant has been directly involved in 3 or more federally funded projects within the past five years of which 1 project involved Grant Funding that was favorably completed. This Applicant has had

no problems substantiating low-to moderate-income compliance for past projects (if applicable). This Applicant has been timely, complete and accurate with Grant Funds reporting requirements (if applicable).

3 pts The Applicant has some past experience with federally funded projects. The Applicant has been directly involved in 3 or more federally funded projects within the past five years that involved Grant Funding which were completed. The Applicant may have experienced some problems in implementing past projects timely, but the problems were fully resolved. This Applicant has had minor problems substantiating low-to moderate-income compliance for past projects (if applicable). The Applicant may have difficulty complying with program requirements and/or federal overlay statutes.

1 pts The Applicant has little past experience with Grant Funds and/or federally funded projects. The Applicant has had extensive problems in implementing past projects timely and/or substantiating low-to moderate-income compliance and/or meeting Grant Funds reporting requirements and/or other requests for information by the City (if applicable).

0 pts This Applicant appears to have no related professional experience with Grant Funds and/or other

Quality of the Application

4 pts The application is logical, clear, well written, accurate and attentive to detail, but also concise with appropriate statistical information and supporting documentation provided to thoroughly support any conclusions provided.

3 pts The application is adequately written, but statistics, observation and/or conclusions are not well documented.

2 pts The application is adequately written, but statistics, observations and/or conclusions are not well documented and inconsistencies and/or errors were noted.

1 pts The application is adequately written, but statistics, observations and/or conclusions are not well documented; inconsistencies and/or errors were noted; and some application instructions were not followed. The credibility of information and statistics provided appear questionable.

0 pts The application is poorly written, statistics, observations and conclusions are not documented, and apparent and substantive internal inconsistencies and material errors were noted. A majority of the application instructions were not followed. The credibility of information and statistics provided is questionable.

BONUS POINTS

10 pts for a collaborative application that shows a “cost or resource sharing” with reductions in funding request.

3 pts for a joint application which demonstrates collaboration between agencies who provide similar services.

* **Note to Applicant:** A high score in the rating Sheet is not a guarantee of funding. The City of Duluth Department of Planning and Construction Services – Community Development Division considers the Rating Sheet one of many tools to help make funding recommendations to the City Council and Administration. Community Development will use other information and sources including but are not limited to: the Community Development Committee, recommendations from the St. Louis County Homeless Leadership Team, has identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working

knowledge of the project and/or organization by Community Development, and availability of limited fund, to help with the funding recommendations.